



October 2-5, 2023  
 Hilton New Orleans Riverside Hotel  
 New Orleans, LA

## Exhibitor Service Kit

Thank you for being a loyal Exhibitor/Sponsor for this year’s Industry Summit October 2-5, 2023, being held at Hilton New Orleans Riverside. We are excited to have another year of face-to-face meetings and the opportunity to bring dealers and agents together.

The Exhibitor Service Manual provided is an extensive and detailed handbook created to aid you in the process of planning and assembling your booth. It offers deadlines for various services like exhibitor badges, equipment, furniture rental, labor, freight handling, and electrical connections. You can find reminders for order due dates within the Cvent Exhibitor Portal.

Keep an eye out for an email invitation from **BobitEventRegistration@bobit.com**, which will grant you access to your account.

*Reminder do not communicate with vendors, not on the Official Vendor List, many 3<sup>rd</sup> parties target exhibitors/sponsors claiming to be affiliated with the event... they are not, please don't engage.*

### DATES AND HOURS

<b>Move-In</b>	Monday, October 2, 2023	8:00 am – 4:00 am	Move-In
<b>Reception</b>	Monday, October 2, 2023	5:00 pm – 7:00 pm	Welcome Reception & Expo in Exhibit Hall
<b>Show Dates</b>	Tuesday, October 3, 2023	8:00 am – 9:00 am	Breakfast & Expo in Expo Hall
	Tuesday, October 3, 2023	10:50 am – 11:20 am	Networking Break & Expo in Expo Hall
	Tuesday, October 3, 2023	12:55 pm – 2:55 pm	Lunch & Expo in Exhibit Hall
	Tuesday, October 3, 2023	5:00 pm – 7:00 pm	Reception & Expo in Exhibit Hall
	Wednesday, October 4, 2023	8:00 am – 9:00 am	Breakfast & Expo in Expo Hall
	Wednesday, October 4, 2023	10:50 am – 11:20 am	Networking Break & Expo in Expo Hall
	Wednesday, October 4, 2023	12:55 pm – 2:55 pm	Lunch & Expo in Exhibit Hall
	Wednesday, October 4, 2023	5:00 pm – 7:00 pm	Reception & Expo in Exhibit Hall
<b>Move- Out Expo Hall</b>	Wednesday, October 4, 2023	7:00 pm – 10:00 pm	Move-Out Exhibit Hall – Must Clear Floor by 10:00pm

**Please note Shepard will be closed on Monday September 4 in observance of the Holiday. No shipments will be accepted.**

Exhibitor & Sponsor Customer Service (949) 400-4950 Mon-Fri, 8:30am-5:00pm PST

## SHOW MANAGEMENT CONTACTS

<b>Michelle Mendez, CMP</b> Event Manager & Sponsor Fulfillment 949-400-4950 (PST) <a href="mailto:mmendez@mgigmedia.com">mmendez@mgigmedia.com</a>	<b>Kate Spatafora</b> Education & Registration Manager 631-561-7586 (EST) <a href="mailto:kspatafora@mgigmedia.com">kspatafora@mgigmedia.com</a>	<b>David Gesualdo</b> Sponsorship & Exhibit Sales 727-947-4027 (EST) <a href="mailto:dgesualdo@mgigusa.com">dgesualdo@mgigusa.com</a>
<b>Eric Gesualdo</b> Sales 727-612-8826 (EST) <a href="mailto:egesualdo@mgigusa.com">egesualdo@mgigusa.com</a>	<b>Sherry DelVecchio</b> E-Promos 623-229-0730 (MST) <a href="mailto:Sherry.delvecchio@bobit.com">Sherry.delvecchio@bobit.com</a>	<b>Heidi Dimaya</b> Show Guide Ads 310-533-2542 (PST) <a href="mailto:heidi.dimaya@bobit.com">heidi.dimaya@bobit.com</a>

## INDUSTRY SUMMIT 2023 SERVICE KIT QUICK REFERENCE SHEET

Deadline	Form or Information	Contractor/Vendor
Deadlines Vary	E-Promos	Industry Summit Sherry DelVecchio 623-229-0730 (MST) <a href="mailto:Sherry.delvecchio@bobit.com">Sherry.delvecchio@bobit.com</a>
ASAP	Company & Sponsor Logo in both EPS and JPG format <ul style="list-style-type: none"> <li>• Website</li> <li>• Mobile App</li> <li>• Onsite Signage</li> </ul>	Industry Summit Kata Spatafora 631-561-7586 <a href="mailto:Kspatafora@mgigmedia.com">Kspatafora@mgigmedia.com</a>
ASAP	Mobile App <ul style="list-style-type: none"> <li>• Company Description</li> </ul>	Industry Summit Kata Spatafora 631-561-7586 <a href="mailto:Kspatafora@mgigmedia.com">Kspatafora@mgigmedia.com</a>
August 25, 2023	Sponsor Graphics for Branded Deliverables <ul style="list-style-type: none"> <li>• Badge Lanyard</li> <li>• Columns Wraps</li> <li>• Meter Panels</li> <li>• Podium Signs</li> <li>• Tote Bags</li> <li>• Etc.</li> </ul>	Industry Summit Michelle Mendez 949-400-4950 <a href="mailto:Mmendez@mgigmedia.com">Mmendez@mgigmedia.com</a>

August 31, 2023	Show Guide Ad <ul style="list-style-type: none"> <li>• Upload via Ad Portal</li> </ul>	Industry Summit Heidi Dimaya 310-533-2542 <a href="mailto:Heidi.dimaya@bobit.com">Heidi.dimaya@bobit.com</a>
September 1, 2023	First Day for Shipments to Arrive at Advance Warehouse	Shepard Exposition Services 404-720-8600 EVENT CODE: T117781023 Email: <a href="mailto:orders@shepardes.com">orders@shepardes.com</a>
September 1, 2023	Custom Shepard Discount Services <ul style="list-style-type: none"> <li>• Booth Rentals</li> <li>• Rental Accessories</li> <li>• Specialty Furniture</li> <li>• Specialty Non-Hanging</li> <li>• Signs/Graphics</li> </ul>	Shepard Exposition Services 404-720-8600 EVENT CODE: T117781023 Email: <a href="mailto:orders@shepardes.com">orders@shepardes.com</a>
September 1, 2023	Encore Discount Services <ul style="list-style-type: none"> <li>• Electrical</li> <li>• Internet</li> <li>• Audiovisual</li> </ul>	Encore Skip Sutton 504-300-8184 <a href="mailto:skip.suttonjr@encoreglobal.com">skip.suttonjr@encoreglobal.com</a>
September 1, 2023	Catering <ul style="list-style-type: none"> <li>• Booth Orders</li> <li>• VIP Meeting Room</li> </ul>	Hilton Riverside New Orleans Lisa Pedone 504-556-3768 <a href="mailto:lisa.pedone@hilton.com">lisa.pedone@hilton.com</a>
September 1, 2023	Floral <ul style="list-style-type: none"> <li>• Booth Orders</li> <li>• VIP Meeting Rooms</li> </ul>	Convention Plant Creations Linda Wineski 504-524-6066 <a href="mailto:linda@conventionplant.com">linda@conventionplant.com</a>
September 1, 2023	Freight <ul style="list-style-type: none"> <li>• Shipping Booth to and from the Event</li> </ul>	ELITeXPO 800-543-5484 <a href="mailto:sales@elitexpo.com">sales@elitexpo.com</a>
September 1, 2023	Security <ul style="list-style-type: none"> <li>• In Booth Orders</li> </ul>	Alamo Services, LLC 504-416-3655 <a href="mailto:info@alamoservices.com">info@alamoservices.com</a>
September 1, 2023	Booth Display Diagram <ul style="list-style-type: none"> <li>• Complete Online Form</li> </ul>	Industry Summit Michelle Mendez 949-400-4950 <a href="mailto:Mmendez@mgigmedia.com">Mmendez@mgigmedia.com</a>
September 1, 2023	Emergency Contact Form <ul style="list-style-type: none"> <li>• Complete Online Form</li> </ul>	Industry Summit Michelle Mendez 949-400-4950 <a href="mailto:Mmendez@mgigmedia.com">Mmendez@mgigmedia.com</a>

Exhibitor & Sponsor Customer Service (949) 400-4950 Mon-Fri, 8:30am-5:00pm PST



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September 1, 2023	Bag Stuffers <ul style="list-style-type: none"> <li>• Complete Online Form</li> </ul>	Industry Summit Michelle Mendez 949-400-4950 <a href="mailto:Mmendez@mgigmedia.com">Mmendez@mgigmedia.com</a>
September 11, 2023	Standard Shepard Discount Services <ul style="list-style-type: none"> <li>• Booth Cleaning</li> <li>• Carpet, Furniture</li> <li>• Installation &amp; Dismantle Labor</li> </ul>	Shepard Exposition Services 404-720-8600 EVENT CODE: T117781023 Email: <a href="mailto:orders@shepardes.com">orders@shepardes.com</a>
September 12, 2023	Hotel Room Discount Deadline <ul style="list-style-type: none"> <li>• Book Online</li> </ul>	Hilton New Orleans Riverside \$239 per night Click Here <a href="#">Hotel Reservations</a>
September 25, 2023	Last Day for Shipments to Arrive at Advance Warehouse <b>without</b> surcharges	Shepard Exposition Services 404-720-8600 EVENT CODE: T117781023 Email: <a href="mailto:orders@shepardes.com">orders@shepardes.com</a>
September 29, 2023	Last Day for Shipments to Arrive at Advance Warehouse <b>with</b> surcharges <i>* date indicated is the last day freight can arrive to advance warehouse with guarantee of delivery to booth for exhibitor move-in</i>	Shepard Exposition Services 404-720-8600 EVENT CODE: T117781023 Email: <a href="mailto:orders@shepardes.com">orders@shepardes.com</a>

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## FRAUD WARNING



### EXHIBITOR FRAUD WARNING!

Any offers from other third-party vendors or travel agencies are not endorsed by Industry Summit, nor associated with Industry Summit, Bobit Business Media, or MG Investment Group. Industry Summit is committed to providing you with the best services and travel deals around.

**Here are the three most common scams that you should be aware of:**

#### **International Fairs Directory**

“International Fairs Directory” sends out a letter using the “Bobit Business Media” and the show name asking exhibitors to update their contact information. If you receive such a letter, do not respond, and do not send the form back. If you read the fine print, you would be agreeing to pay €1,212 (over \$1,800) to them each year for three years for the “privilege” of advertising in their directory, which has no connection to any trade show.

#### **Attendee Lists**

Industry Summit and Bobit Business Media do not sell our attendee list. The only way you can obtain this information is by collecting the data yourself as you talk to attendees who stop by your booth. You can collect the information manually or rent a badge scanner.

#### **False Hotel Reservations**

Never book a hotel room with anyone calling you offering a hotel deal. The partner hotel for the event will be listed on the event website within for you to book yourself.

**If you are contacted by a company you suspect to be fraudulent, please contact**

[mmendez@mgigmedia.com](mailto:mmendez@mgigmedia.com) or call 949-400-4950.

## APPROVED OFFICIAL CONTRACTOR LIST

<p><b>Audio Visual/Electrical/Internet</b>  Encore  Skip Sutton  504-300-8184  <a href="mailto:skip.suttonjr@encoreglobal.com">skip.suttonjr@encoreglobal.com</a></p>	<p><b>Federal Express / Business Center</b>  Phone: 504.581.5892  Fax: 504.581.5896  Email: <a href="mailto:usa5670@fedex.com">usa5670@fedex.com</a></p>
<p><b>Catering</b>  Lisa Pedone  Convention Service Manager  Hilton New Orleans Riverside  Phone: 504-556-3768  <a href="mailto:Lisa.Pedone@hilton.com">Lisa.Pedone@hilton.com</a></p>	<p><b>Hotel Reservations</b>  Hilton New Orleans Riverside  Two Poydras Street  New Orleans, LA 70130  Phone: 504-561-0500  <a href="#">Hotel Reservations</a></p>
<p><b>Decorator/Furniture</b>  Shepard Exposition Services  <i>(Do Not Ship to this Address)</i>  1631 Carroll Drive, NW  Atlanta, GA 30318  404-720-8600  EVENT CODE: T117781023  Email: <a href="mailto:orders@shepardes.com">orders@shepardes.com</a></p>	<p><b>Rainprotection Insurance</b>  Client Services  Phone: 800-528-7975 ext 107  <a href="http://www.Rainprotection.net">www.Rainprotection.net</a></p>
<p><b>Florist</b>  Convention Plant Creations  Linda Wineski  504-524-6066  <a href="mailto:linda@conventionplant.com">linda@conventionplant.com</a></p>	<p><b>Alamo Services, LLC</b>  504-416-3655  <a href="mailto:info@alamoservices.com">info@alamoservices.com</a></p>
<p><b>Freight</b>  ELITeXPO  Phone: 800-543-5484  Email: <a href="mailto:sales@elitexpo.com">sales@elitexpo.com</a>  <a href="http://www.elitexpo.com">www.elitexpo.com</a></p>	<p><b>Shipping &amp; Receiving</b>  <i>* Shipping labels provided in the Shepard Service Kit</i></p> <p><b>ADVANCE WAREHOUSE</b>  [Exhibiting Co. &amp; Booth #]  Industry Summit  TForce Freight c/o Exhibit Transfer c/o Shepard  3761 Louisa Street  New Orleans, LA 70126  Phone: 404-720-8600  <b>EVENT CODE: T117781023</b></p> <p><b>Shipping Dates:</b>  <b>September 1, 2023 – September 25, 2023</b> <i>*Shipments received after September 25, 2023 will incur a surcharge for late delivery</i>  <b>DIRECT TO SHOW SITE SHIPMENT ADDRESS</b>  c/o Shepard Exposition Services Exhibiting Co. Name &amp; Booth Number Industry Summit  Hilton New Orleans Riverside Hotel  2 Poydras St.  New Orleans, LA 7013  <b>First Day Freight Can Arrive at Show Site</b>  <b>Monday October 2, 2023 8:00 AM</b></p>

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## EXHIBIT HALL & BOOTH OVERVIEW

The Exhibit Hall is located on the First Floor of the hotel in the Grand Ballroom and Grand Salons.

**Booth Type:** Refer to your exhibitor/sponsorship agreement for your booth type. If you are unsure about what is included in your booth call show management at (949) 400-4950 or email [Mmendez@mgigmedia.com](mailto:Mmendez@mgigmedia.com)

- **Standard Booths Include:** (excluding island booths):
  - Booth Drape:
    - 8' High Back Drape: White
    - 3' High Side Rail: White
  - 7" x 44" ID sign, copy taken from your exhibit contract

**\*Your exhibit booth does NOT include a skirted table, chairs, or wastebasket unless your space agreement specifically states you upgraded to a booth "Package."**

**Carpet:**

**IMPORTANT!** The exhibition floor is covered with carpeting; however, the utilization of booth carpeting is optional. Should you elect to utilize carpeting within your booth space, it is mandatory to secure the necessary carpeting through Shepard Exposition Services. An alternative option is to bring your own carpeting.

## GENERAL SHOW INFORMATION & RULES A- Z

**Each exhibitor will be responsible for knowing and adhering to all policies and procedures outlined by Show Management and Hilton New Orleans Riverside.**

### AUDIO/VISUAL

Exhibitors requiring audiovisual can make arrangements with Encore.

### ARRANGEMENT OF EXHIBITS

Industry Summit will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary in the interest of an exhibitor.

**Exhibitor & Sponsor Customer Service (949) 400-4950 Mon-Fri, 8:30am-5:00pm PST**

### **BAG INSERTS**

Follow these helpful tips to ensure your tote bag insert makes it in the show bag. Your boxes should contain the **bag insert item only**. Do not pack other items in these boxes. Label every box with the bag insert label. Address your bag inserts to "Show Management" and use the Advance Warehouse Shipping Address. **DO NOT SEND DIRECT TO THE HOTEL**, your items will not make it in the show bag. Items will be refused and sent back to your office or promotional provider. Provide tracking information to Show Management. We highly encourage each sponsor to stay away from providing literature. Please supply an item of value to ensure attendees take it home or to the office and simply do not throw the literature away.

### **BALLONS**

Mylar balloons are prohibited. Latex balloons inside the facility must remain "tethered" to a fixed object. The balloon may be no larger than thirty-six inches (36") in diameter. You must have approval to display balloons from your Event Manager prior to move-in. There is a labor and equipment charge to retrieve balloons in the ceiling should they become loose.

### **BANNER/SIGN HANGING**

Banner and sign hanging is allowed and can be ordered with Encore. Hanging Signs in all standard Peninsula and Island Booths. **Ceiling height is ONLY 18Ft High**. Hanging signs cannot block other booth properties.

### **BOOTH DECORATION**

Shepard Exposition Services is the Official Service Contractor for Industry Summit.

The exhibit hall is carpeted and it is NOT mandatory for exhibitors to carpet their booth. Carpet order must be placed through Shepard or exhibitors may bring their own.

Each 10' x 10' space will be provided with the following:

- 8' Back Drape, 3' Side Rail (in-line booths only)
- Back Drape & Side Drape Colors: White
- 7" x 44" One Line Company Identification Sign (in-line booths only)

If you upgraded your space agreement to a Booth Package you will also be provided with:

- (1) 6' table with **Black** skirt, (2) side chairs and (1) waste basket

If you are unsure what is included with your booth call show management at (949) 400-4950.

*Note: On-site prices will be at least 25% higher and you can encounter delays to have your order filled. Pre-order and save time & money!*

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**BOOTH DISPLAY DIAGRAM – MANDATORY**

It is mandatory for all exhibiting companies to provide a diagram of their booth display. This is to ensure your booth layout fits the booth you have selected and adheres to our Exhibitor Display Rules and Regulations. Industry Summit follows the IAEE industry standard booth guidelines. Please be sure to review the rules and regulations prior to move-in.

**BUSINESS CENTER**

The FedEx Office is a full-service business center within the hotel, on the first level. Office hours Mon-Fri 7am – 7pm; Sat 8am – 3pm; Sun 10am – 5pm – hours may vary. Phone 504-581-5892, usa5670@fedex.com.

**CANCELLATION**

Payment is non-refundable. Cancellation policy applies to all exhibiting firms. Failure to appear at the exposition does not release the exhibitor from the responsibility for payment of the full cost of space rented.

**CARPET – NOT MANDATORY**

The exhibition floor is covered with carpeting; however, the utilization of booth carpeting is optional. Should you elect to utilize carpeting within your booth space, it is mandatory to secure the necessary carpeting through Shepard Exposition Services. An alternative option is to bring your own carpeting.

**CONTRACTED LABOR**

All exhibitors must observe prevailing union regulations regarding use of union operators for equipment. Please review the Union Rules found in the Shepard kit.

**EARLY TEARDOWN**

Teardown before the show is over is strictly prohibited. Any exhibitor violating this policy will be fined show points for the following show or any of the Bobit Business Media Events. Please consider this when making travel plans. Exhibitor move-out is Wednesday, October 4, 2023, 7:00pm – 10:00pm.

**ELECTRICAL CONTRACTOR**

Encore is the official electrical provider for the show. They can assist in handling all your electrical requirements.

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#### **EXHIBITOR ADMITTANCE/NON-SHOW HOURS**

Badges will be required for all personnel to enter the exhibit area during move-in, move-out and show hours. Badges must be always worn while in the exhibit hall. Exhibitor Badges will only be issued to those working in the booth. Those helping to set-up or to tear down the booth will be given temporary worker badges – which will not be valid during show hours. No one will be permitted to remain in the hall longer than one-half hour after the closing each night. ***Show Management is not responsible for lost, damaged or stolen articles. We strongly advise that items from the exhibit hall and VIP rooms be carried out and locked up each night.***

#### **EXHIBITOR REGISTRATION**

The Exhibitor Registration Portal provides you with the following features: Register your staff; the portal automatically sends confirmation emails to your team members; register by individual email addresses; and edit information as needed.

Registrations over your allotment will be offered at a discounted rate of **\$995.00 per person**. Refer to your exhibit agreement for the number of complimentary badges your company is allotted.

You will be notified under separate cover from Cvent with instructions for exhibitor registration.

#### **FLORAL & PLANT RENTALS**

The official florist is Convention Plant Creations.

#### **FOOD & CONCESSIONS**

Hilton New Orleans Riverside is the exclusive provider of all food and beverage offered and consumed on the premises. Exhibitors are not permitted to bring food and beverages into the facility/hotel. Sample items that are prohibited include but are not limited to: granola bars, chips, bottled water, soda, beer, sandwiches, and pizza. Bite sized candy and mints may be permitted. To place a food and beverage order for your booth, please contact Lisa Pedone, Catering Manager directly. 504-556-3768  
lisa.pedone@hilton.com

#### **FREIGHT CARRIER**

ELITeXPO is the Official Carrier for Industry Summit, phone 800-543-5484.

#### **GENERAL REGULATIONS**

No part of the building shall be defaced in any manner, nor shall signs of other articles be posted, nailed, or otherwise affixed to any pillars, walls, doors, or other parts of the building. In addition to the following general rules and information, please review the facility general rules policies and producers and the display guidelines.

- Combustible decorating material, gasoline, kerosene, acetylene and all other flammable or explosive substances are forbidden.

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- Cloth and other decorating materials must pass any flame proofing and fire codes and ordinances prevailing.
- All packing containers, wadding, wrapping and such materials must be removed from the immediate exhibit area and not stored under tables or behind displays.
- Smoking in accordance with the city fire codes and ordinances, smoking will not be permitted in the convention area at any time.

#### **HOTEL ACCOMMODATIONS**

Hilton New Orleans Riverside has a limited number of discounted rooms. Discounted rooms available until **September 12 or until sold out.**

#### **Hotel Reservations**

Hilton New Orleans Riverside  
Two Poydras Street  
New Orleans, LA 70130  
Phone: 504-561-0500

[Hotel Reservations](#)

#### **INSURANCE**

As per exhibitor feedback, we are pleased to announce that liability insurance, in compliance with all of our insurance requirements, is now included with your booth space fee. This will spare you the inconvenience and expenses associated with obtaining and submitting your own compliant insurance. We trust that you will find this added benefit to be advantageous. Our insurance vendor for Industry Summit is Rainprotection.

#### **SECURITY**

To ensure the security of your booth all leads and valuable items should be removed from the expo area, locked up and secured. The expo area will be locked down each night and the perimeter of the room and general location will be monitored by security. If you feel that your booth needs additional security, please contact Alamo Security.

#### **SHIPPING AND RECEIVING**

Please note that the Business Center at Hilton New Orleans Riverside is not equipped or staffed to handle a high volume of packages for tradeshow and/or conferences. In order to streamline your experience at Industry Summit, we have arranged for **Shepard Expositions** to provide shipping and receiving services. Detailed information including shipping and labels, material handling and storage forms can be found in the Shepard Service Kit posted online.

#### **Advance Warehouse Shipping**

All advance freight should be received at the Shepard Exposition Services warehouse Shipping Dates: September 1-25, 2023 \*Shipments received after September 25, 2023 will incur a surcharge for late delivery. Label each piece and address all shipping documents/bills of lading as follows for shipments to the warehouse:

**Exhibitor & Sponsor Customer Service (949) 400-4950 Mon-Fri, 8:30am-5:00pm PST**



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**ADVANCE WAREHOUSE**

[Exhibiting Co. & Booth #]

Industry Summit

TForce Freight c/o Exhibit Transfer c/o Shepard

3761 Louisa Street

New Orleans, LA 70126

Phone: 404-720-8600

[orders@shepardes.com](mailto:orders@shepardes.com)

**EVENT CODE:** T117781023

**Shipping Dates:**

**September 1, 2023 – September 25, 2023** \*Shipments received after  
September 25, 2023 will incur a surcharge for late delivery

**DIRECT TO SHOW SITE SHIPPING**

Frist Day Freight Can Arrive at Show Site

Monday, October 2, 2023 starting at 8:00 AM

c/o Shepard Exposition Services Exhibiting Co.

Name & Booth Number Industry Summit

Hilton New Orleans Riverside Hotel

2 Poydras St. New Orleans, LA 7013

**STORAGE**

Empty containers and storage items will be handled through Shepard Exposition Services. You may obtain "Empty" storage stickers from Shepard to place on empty boxes, which will be returned to you upon move-out. Please do not store containers, boxes, and crates behind booth walls. It is a violation of fire codes and creates an unsightly and unprofessional image for the show and your company.

**SUBLETTING SPACE**

No exhibitor may assign, sublet, or apportion their space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of business, nor permit any agent of any exhibiting firm to solicit business or take orders in their space.

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**SUITCASING & UNAUTHORIZED SOLICITATION**

Suitcasing is prohibited and is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by the event management or in ways that violate the rules of the event. All business must be conducted in your exhibit space. Placing promotional materials and brochures in public areas is prohibited.

Industry Summit strives to protect the investment of our sponsors and exhibitors. To that end, please note that while all attendees are invited to the exhibit hall, any supplier who is observed to be soliciting business, or “suitcasing” will be asked to leave immediately. Additional penalties may be applied.